

## Job Description

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<b>Job Title:</b>	Residence Life Co-ordinator, Graduate Students and Families
<b>Department:</b>	Campus Housing
<b>Reports To:</b>	Manager, Residence Life
<b>Jobs Reporting:</b>	Residence Life Dons (7)
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	January 2021

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### **Primary Purpose**

The Residence Life Co-ordinator, Graduate Students and Families is accountable to the Manager, Residence Life for the smooth operation and social atmosphere of the Columbia Lake Village Graduate Students and Families community. This includes managing the Residence Life Don team, implementing a variety of programs that meet the diverse needs of the CLV residents, and responding to conduct issues and student inquiries. The Residence Life Co-ordinator functions in student development, staff development, programming and administrative capacities.

The Residence Life Co-ordinator is part of an interdependent and collaborative team committed to integrating the student voice and connecting research and evaluation to our practice in order to continuously build on our understanding of our students' wants and needs and on our knowledge of how living environments contribute to student success. Our curricular approach facilitates the design and delivery of experiences and services so that students achieve priority developmental and educational outcomes.

### **Key Accountabilities**

<p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>• Provide leadership to Residence Life Dons in the development of a community based on individual rights, freedoms and responsibilities and when necessary, initiate action to redirect activities towards these goals. Provide leadership in regular staff meetings and communicate regularly with the Manager, Residence Life regarding staff and student concerns while keeping the confidentiality of the Department, staff and students.</li> </ul>
<p><b>Community Engagement and Programming</b></p> <ul style="list-style-type: none"> <li>• Understand the needs of graduate students and their families. Create, execute, and evaluate intentional programs to facilitate community engagement at Columbia Lake Village.</li> </ul>
<p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>• Coordinate the selection, training, supervision and evaluation of Residence Life Dons (student-staff).</li> </ul>
<p><b>Student Support</b></p> <ul style="list-style-type: none"> <li>• Provide appropriate role model values and increase avenues of communication with students by maintaining visibility, availability and approachability. Assist and support student development of interpersonal communication, conflict management skills, individual responsibility and stewardship. Ensure the rights of the individual as well as the community are upheld through appropriate use of policy and regulations.</li> </ul>
<p><b>Interdepartmental Collaboration</b></p> <ul style="list-style-type: none"> <li>• Liaise with members of the Graduate Operations Team, Finance, Maintenance and Security Services, and the Office of the Director to facilitate the seamless execution of property management, including monthly move-in and move out processes and rent collection, enforcement of the Residential Tenancies Act and Single Graduate Consultative Council, and working with</li> </ul>

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*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

<b>Education</b> <ul style="list-style-type: none"><li>• Bachelor's Degree, or a combination of education and experience</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Working with Graduate Students in an academic or non-academic setting</li><li>• Providing student support on matters related to mental health and conflict management</li><li>• Programming for large groups of people</li><li>• Assessing needs of individuals to inform programmatic initiatives</li><li>• On Campus Housing experience an asset</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Knowledge of Residential Tenancies Act</li><li>• Strong interpersonal and conflict management skills</li></ul>

### **Nature and Scope**

- **Contacts:** Internal and external contacts
- **Level of Responsibility:** Staff management, leadership, influence
- **Decision-Making Authority:** Responsible for decisions impacting residents and student-staff
- **Physical and Sensory Demands:** Work in a fast-paced environment, ability to remain focused with distractions. Physical work required when planning and executing programs and events.
- **Working Environment:** Office-based, evening and weekend work required regularly. This is a live-off position.